



Professional Role Profile

Role: Crime Standards Audit Officer
Department: Royal Gibraltar Police
Responsible to: Superintendent Professionalism

JOB PROFILE

To provide professional crime recording audit and compliance support within the Royal Gibraltar Police by reviewing crime records, monitoring standards, identifying issues and supporting the Force's compliance with crime recording rules, classifications and audit requirements.

Key Accountabilities - (This section details the key responsibilities required of the role)

- Undertake detailed audits and quality assurance reviews of crime and incident records to assess compliance with applicable national and local recording standards.
- Review occurrences, classifications, finalisations, cancellations and related decisions to ensure crime recording is accurate, ethical, auditable and properly evidenced.
- Support the Force Crime Registrar by identifying themes, risks, errors, learning points and areas of non-compliance requiring corrective action or guidance.
- Provide informed advice to officers and police staff on crime recording requirements, classifications, finalisation decisions and associated procedural standards.
- Undertake compliance checks, dip samples and thematic reviews in line with audit plans, performance needs and organisational priorities.
- Prepare accurate audit findings, reports, recommendations and management information to support oversight, improvement and assurance activity.
- Retrieve, validate and analyse information from relevant systems and records in support of audit work, decision making and quality assurance processes.
- Support the monitoring of performance, data quality and trends in crime recording and related administrative activity.
- Maintain accurate records of audit activity, rationale, findings, decisions and recommendations in accordance with policy and governance requirements.
- Work collaboratively with operational departments, supervisors and support teams to clarify issues, promote good practice and support remedial action.
- Contribute to internal guidance, training input and awareness activity to improve understanding of crime recording and audit requirements across the organisation.
- Ensure all work is completed with objectivity, integrity and attention to detail, always maintaining confidentiality and professional independence.
- Keep up to date with relevant crime recording rules, audit methodology, legislation and force policy changes affecting the role.
- Support the Force Crime Registrar or designated manager in wider assurance, review or inspection preparation activity where required.
- Undertake any other duties commensurate with the grade of the post as may reasonably be required.



All RGP staff are expected to understand and act within Our Code of Ethics and Competency and Values Framework (CVF).



COMPETENCY AND VALUES FRAMEWORK (CVF)



The CVF aims to support all policing professionals and sets out recognised behaviours and values which provide a consistent foundation for a range of processes. This framework ensures that there are clear expectations of everyone working in policing which in turn will lead to standards being raised for the benefit and safety of the public.

The CVF has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. The table below highlights the levels for this role.

[Click here to access the Competency and Values Framework \(CVF\) document.](#)

Resolute, compassionate and committed	
We are emotionally aware Level 1	We take ownership Level 1
Inclusive, enabling and visionary leadership	
We are collaborative Level 1	We deliver, support and inspire Level 1
Intelligent, creative and informed policing	
We analyse critically Level 1	We are innovative and open-minded Level 1



Qualifications, Experience and Skills

PERSON SPECIFICATION – CRIME STANDARDS AUDIT OFFICER		
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none"> • 5 GCSE (including English & Math) and a minimum of 2 A Levels or equivalent. • Ability to undertake role-specific training in crime recording standards, systems and audit processes. 	<ul style="list-style-type: none"> • Training or qualification in audit, quality assurance, compliance, criminal justice administration or data analysis.
Experience:	<ul style="list-style-type: none"> • Experience of reviewing, checking or quality assuring records, cases, data or compliance activity. • Experience of interrogating databases and working accurately with detailed information. • Experience of producing written findings, reports or recommendations. • Experience of working to procedural standards and maintaining confidentiality. 	<ul style="list-style-type: none"> • Experience within policing, criminal justice, audit, compliance or public sector assurance work.
Knowledge:	<ul style="list-style-type: none"> • Awareness of crime recording requirements, classification principles and the importance of accurate crime data. • Understanding of data protection, confidentiality and information management requirements. • Understanding of audit, quality assurance or compliance review principles. • Good working knowledge of databases, records systems and standard office software. 	<ul style="list-style-type: none"> • Knowledge of Home Office Counting Rules, National Crime Recording Standard or equivalent force crime recording policy.
Key Skills and Behaviours:	<ul style="list-style-type: none"> • Strong analytical and attention-to-detail skills. • Able to assess information objectively and reach evidence-based conclusions. • Good written and verbal communication skills. • Able to explain procedural requirements clearly and professionally. • Able to work independently, prioritise workload and maintain professional integrity. • Able to work collaboratively while retaining appropriate audit independence. 	<ul style="list-style-type: none"> • Ability to communicate effectively in Spanish. • Experience of presenting audit findings or delivering guidance to staff.
Other requirements:	<ul style="list-style-type: none"> • Able to maintain the required vetting level and support audit or review work across relevant departments as required. 	



Required Vetting Level:

Management Vetting (MV)

All personnel with long-term, frequent and uncontrolled access to 'Secret' (and occasional access to 'Top Secret') assets or information should hold MV. MV is also a requirement for roles with duties, responsibilities or access that could present an increased risk to the RGP, as designated by Head of Professional Standards / Information Management & Vetting Unit Manager. **Valid for 7 years.**